

**City of Fort Lauderdale
REQUEST FOR PROPOSALS**

RFP NO. 522-8541

**TWO-YEAR CONTRACT FOR CUSTOM PRINTING/MAILING/FILM OUTPUT SERVICES – CITY
NEWSLETTER**

For the City of Fort Lauderdale, Public Information Office

RFP Opens: November 20, 2001
At 2:00 PM

ISSUED FOR THE CITY MANAGER'S OFFICE -
PUBLIC INFORMATION OFFICE

Issued by the Administrative Services Department - Purchasing Division
Linda R. Wilson, Procurement Specialist II, C.P.M., CPPB
E-mail address: LindaW@ci.fort-lauderdale.fl.us
(954) 828-5146

PART I - SPECIAL CONDITIONS/GENERAL INFORMATION

1. PURPOSE: The City of Fort Lauderdale, Florida is actively seeking proposals from qualified vendors, to provide custom printing services for the City's bi-monthly publication and mailing of *Focus On Fort Lauderdale* newsletter, in accordance with the Request For Proposal (RFP) specifications.

2. ADDITIONAL INFORMATION: For information concerning RFP procedures contact the Procurement Specialist, Linda Wilson, at (954) 828-5933. For additional information concerning the technical specifications contained in this RFP contact Lourdes Rodriguez, Public Information Specialist, at (954) 828-4744. Contact is to be for clarification purposes only. Material changes, if any, to the written specifications or bidding procedures will only be transmitted by written addendum.

2.1. Pre-Proposal Conference: The City plans to hold a pre-proposal conference on the date and time specified in the RFP Schedule Section. While attendance is not mandatory, the City encourages interested proposers to attend this meeting. It will be the sole responsibility of the proposer(s) to familiarize him/herself with the total scope of the services requested in the RFP, prior to submitting a proposal. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the proposer has familiarized himself/herself with the nature and extent of the work, and the equipment, materials, and labor required.

IT IS STRONGLY SUGGESTED THAT ALL PROPOSERS ATTEND THE PRE-PROPOSAL CONFERENCE AND SITE VISIT.

The last date for receipt of all questions of a material nature is stated in the RFP Schedule. It is preferred that all questions be submitted in writing to the Purchasing Division, 100 North Andrews Avenue, Fort Lauderdale, FL, 33301, attn: Linda Wilson, prior to the Pre-Proposal Conference date. To facilitate prompt receipt of questions, they can be sent via FAX to (954) 828-5576. Proposers please note: No part of your proposal can be submitted via FAX. The entire proposal must be submitted in accordance with the Instructions To Proposers contained in this RFP.

3. ELIGIBILITY: The location and ease of accessibility of the proposer are a critical point of consideration in proposer eligibility and potential award consideration. In order to produce a quality publication, it is necessary to maintain a high level of interaction between the vendor and City of Fort Lauderdale. **It is for this reason that the City is reserving the right to require that the Contractor and sub-contractor(s), if applicable, be located within a maximum 25 mile radius of City Hall, located at 100 N. Andrews Avenue, or a 45-minute maximum driving time distance from City Hall.**

Proposer shall demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in the Scope of Services section of this RFP, to at least one City or client of similar size, and (or) have performed these type services for a minimum of three clients for similar complexity to the services described in the RFP specifications.

4. CONTRACT TERM: The initial contract will be for **two (2) years**. The City reserves the right to extend the contract for up to two (2), one (1) year extension terms providing (a) both parties to the contract agree to the extension; (b) all the terms, conditions, and specifications remain the same; (c) such extension is approved by the City.

5. SELLING, TRANSFERRING OR ASSIGNING CONTRACT: No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the City Manager, or designee.

6. ADDITIONS OR DELETIONS OF SERVICES: The City reserves the right to add to, or to delete, any portion of this contract at any time without cause. The City reserves the right to add items of a similar nature, but not specifically listed in the Contract. The Contractor agrees to provide such items, and shall provide the City prices or contractual terms on such additional services based upon a formula or method which is the same or similar to that used in establishing the prices or contractual terms in his/her proposal. If the prices, or terms for the additional services are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to purchase those items or services from other Contractors, or to cancel the contract upon giving thirty (30) days written notice.

7. INSURANCE REQUIREMENTS: The Contractor shall provide insurance coverage as follows: Workers Compensation as required by Florida Statutes for benefit of Contractor employees. Notwithstanding FS 440.055, any firm performing work on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance.

Exceptions: Workers' Compensation Insurance will not be required if the individuals performing the work are a Corporate Officer, sole proprietor, or partner. In such case the firm must provide copies of their waivers as provided for by FS 440.05 & 440.055.

Commercial General Liability including Products/Completed Operations and Automobile Liability in the combined single limit of three hundred thousand (\$300,000.00) dollars per occurrence. The Contractor shall provide to the Purchasing Division original certificates of such coverage prior to engaging in any activities under this contract.

Such certificate shall list the City as "**an additional insured**" and shall have no less than thirty (30) days notice of cancellation. No work can be started until the certificate is submitted and approved by the City's Risk Manager.

8. INVOICES: The City will accept invoices no more frequently than one (1) invoice/per issue/**per Contractor, unless additional services have been requested by the City outside of the base scheduled service.** The invoice shall be accompanied by records fully detailing the amounts stated. The City will endeavor to pay invoices completely within thirty (30) days of receipt of the invoice, except for items questioned. The City shall notify the Contractor within ten (10) days of receipt of invoice of any items questioned. The Contractor shall prepare verification data for the amount claimed and provide complete cooperation during such investigation of any areas in the invoice subject to question.

9. PRICE ADJUSTMENTS: The cost(s) offered and accepted shall remain firm for the initial **two (2)** year term of the contract. Costs for any extension term(s) (after the first full contract term) shall be subject to adjustment only if increases occur in the industry, but unless very unusual and significant changes have occurred in the industry, such increases shall not exceed 5% per year or, the latest yearly percentage (%) increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U. S. Department of Labor, **whichever is less.**

The yearly increase, or decrease, in the CPI shall be the latest index published and available ninety (90) days prior to the end of the contract year then in effect compared to the index for the comparable month one year prior. Any requested cost increase shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date.

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("FOCUS ON FORT LAUDERDALE")

Any approved cost adjustments shall become effective upon the anniversary date of the contract. In the event the CPI or the industry costs decline, the City may receive, from the Contractor, a reduction of costs, in accordance with the terms and conditions for adjustments detailed above.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the contract can be cancelled by the City upon giving thirty (30) days written notice to the Contractor.

10. LOBBYING ACTIVITIES: ALL BIDDERS/PROPOSERS PLEASE NOTE: Any bidder or proposer submitting a response to this solicitation must comply, if applicable, with the City of Fort Lauderdale Ordinance No. C-00-27, Lobbying Activities. Copies of ordinance No. C-0027 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 North Andrews Avenue, Fort Lauderdale, FL #33301. The Ordinance may also be viewed on the City's website at: <http://ci.fort-lauderdale.fl.us/documents/index/htm>

11. GENERAL CONDITIONS: Except for Special Conditions, all other conditions of the General Conditions, Form G-107, Rev. 11/98, are included by reference as a part of the RFP.

PART II - RFP SCHEDULE

Release of the RFP	10/24/01
Last Date for Receipt of Questions of a Material Nature	11/07/01, 5:00 PM
Pre-Proposal Meeting – Purchasing Conference Room 6th Floor, 100 N. Andrews Avenue, Fort Lauderdale, FL	11/09/01, 10:00 AM
Release of any Addendum, if required	11/13/01
RFP OPENING DATE/TIME	11/20/01, 2:00 PM
Evaluation Committee review/short listing (if necessary) of all Proposals	(anticipated) Week of 12/3/01
Oral Clarifications or Site Visits of Short Listed Proposers (if necessary) <u>OR:</u> Evaluation Committee Final Ranking and Recommendation for Award	(anticipated) Week of 12/03/01
Anticipated City Award of Contract	1/08/02
Anticipated Contract Start Date	February 1, 2002

PART III - SCOPE OF SERVICES/TECHNICAL INFORMATION

1. SCOPE OF SERVICES:

1.1. General Information: The City is seeking to enter into contract(s) with qualified Contractor(s) to provide film and print services for **60,000** copies of a bimonthly newsletter, *Focus on Fort Lauderdale*, and fulfillment services for the preparation and mailing this publication to approximately **50,000** City residents, in accordance with the RFP specifications. The Contractor shall be responsible for all materials, labor, preparation, proof, custom printing services, delivery either to the City's mailing services contractor, or for the Contractor to additionally handle all services associated with labeling or ink jetting, database reading, de-duplicating of records and CASS, sorting, mailing paperwork and delivery to the United States Postal Service (USPS) in accordance with the regulations for pre-sorted standard rate delivery under the City's Pre-Sorted Standard Permit.

The City reserves the right to separate and award all services individually, i.e.: film output from disc utilizing QuarkXpress, version 4.0 or greater FOR PC, which includes production of color keys; printing from film output; and mailing/fulfillment services, or to award all services to a single Contractor, if it is in its best interest to do so and if such multiple contracting shall provide a higher quality of service.

No sub-contracting of printing shall be permitted under this Contract without the express, written, advance approval by the City liaison. We request Proposers to submit price proposals for any and/or all of the following services:

I. Turnkey production, meaning printing from film output and matching color keys, all mailing services, and delivery of extra copies to the City.

II. All custom printing services, meaning printing and delivery of product to City's mailing services Contractor, and delivery of approximately 10,000 extra copies to the City of Fort Lauderdale's Central Stores, 1301 SW 2nd Court, Fort Lauderdale, FL 33301, or other designated City location to be determined at a later date.

III. Mailing/fulfillment services only, excluding postage; City's Bulk rate (presorted standard) indicia shall be imprinted on the publication for mailing.

IV. Film Output services only to include color keys of pages; layouts submitted in multiple zip disks or compact discs, if needed.

1.2. Technical Information: The printing Contractor shall be responsible for production of a custom bi-monthly newsletter, *Focus On Fort Lauderdale* (six times per year).

1.2.1. Printing Specifications: FOCUS

a. Quantity: 60,000 copies *Focus On Fort Lauderdale* per issue; published bimonthly, the first issue to be printed by **March 26, 2002**. Each issue will be comprised of 16, 14 or 12 numbered pages, all full color, printed on 100-line screen or better, tabloid size format; stitched and trimmed.

b) Paper: recycled, 50# Weyerhaeuser, recycled, white offset;

c) Format: Tabloid size 10-1/8"x13-1/4" (Sample available in Purchasing);

d) 4 color on all pages and printed on 100 line screen or better to achieve maximum

sharpness and clarity throughout the entire product;

e) Ink: Black low-rub, preferably soy based. **Bidder please indicate type of ink proposed;**

f) Bindery: Stitch & trim

g) Pack: Deliver copies designated for mailing. Standard mail packaging is approximately 50,000. Deliver approximately 10,000 extra copies, bundled and tied in quantities of 100, to a designated City location.

h) In order to achieve a timely release for each bimonthly issue that is available to citizens during the first week of the intended publication release date, it is vital that the printing schedule follow a strict timeline and not exceed 5 business days, which includes delivery of film output to designated print vendor, printing, stitching, trimming and delivery of finished product to designated mailing services vendor and the City of Fort Lauderdale Central Stores.

Note: All film, layouts, disks, and nameplates are the Property of the City of Fort Lauderdale, and must be returned upon completion of each print job.

1.2.2. Pricing: Proposers shall provide a detailed, firm, fixed cost to the City based on the following pricing structure:

- *Focus On Fort Lauderdale* turnkey printing/mailling/delivery services per RFP specifications (single contractor award or Contractor and sub-contractor (If applicable), which must be specified in RFP proposal response). **Excludes film-output services.**
 - 16 page *Focus On Fort Lauderdale*
 - 14 page *Focus On Fort Lauderdale*
 - 12 page *Focus On Fort Lauderdale*

1.2.3. Service Delivery Requirements: The following is a timeline that includes requested turnaround times that the City is requesting from vendors:

Service	Timeline
Film output:	Three (3) days from the time disk is delivered to designated film vendor;
Printing:	Four (4) days from the date film is delivered to printer. Services to include stitching, trimming and delivery of product to designated mailing services vendor and city.
Mailing Services:	Three (3) days to include delivery of materials to Fort Lauderdale mail facility. Data disk will be delivered via email or disk to mailing services vendor two days prior to the delivery of actual product.

1.3. Mailing Services: Addresses provided by City on disc. Mailing costs for approximately 50,000 issues to include: downloading from discs, removal of duplicated records, inkjetting of addresses, sortation, tie, bundling, preparation of all USPS paperwork, and delivery to United States Post Office, Fort Lauderdale Main Facility. All remaining copies (estimated 10,000) to be delivered to Central Stores, 1301 SW 2nd Court, Fort Lauderdale, FL, or other designated City facility to be determined at a later date. From time to time, the City of Fort Lauderdale may request the assistance of the mail services vendor in preparing data for mailing. Bidder shall provide a per hour rate charge for the utilization of their technical assistance.

1.3.1. Pricing: Bidder shall provide a mailing cost/per thousand pieces, and outline all related service charges in detail, that comprise the mailing fulfillment services as outlined in the RFP specifications.

1.4. Film Output Services:

The City requests qualified proposers to provide a separate price for film output and color key production for *Focus On Fort Lauderdale*, as specified in the RFP. The use of these services will be based on the City's selection of multiple contractors for awards, if determined to be in its best interest, as outlined in the RFP specifications. The City reserves the right to award the scanning and film output services separately from the printing and mailing services portions of the RFP.

1.4.1.a. Technical Specifications

Film output services for *Focus On Fort Lauderdale* per issue, published bimonthly, with the first issue (April/May 2002 issue) printed by March 26, 2002, will be 16, 14 or 12 numbered pages, size 10-1/8" X 13-1/4" film output and include production of matching color keys for each page. Finished copy and layouts designed by City will be produced on QuarkXpress 4.0 (or higher); included graphics produced and/or manipulated to 4-color in Photoshop and submitted to vendor on multiple zip disks or compact disc.

1.4.2. Pricing: Proposers shall provide a detailed, firm, fixed cost to the City based on the following price structure:

- film output with matching color keys for a 16-, 14- or 12-page, all 4-color publication

1.5. Optional Costs/Services: Please indicate the firm, fixed unit costs for the following services that may be required from time-to-time, including but not necessarily limited to:

- a) color scans
 - 4 X 6
 - 4 X 8 panoramas
 - 8 x 10
- b) Per hour rate for computer time
- c) Per sheet price on film

2. City Responsibilities: The City will provide the Contractor with the following:

- a) Finished copy and layouts designed on QuarkXpress version 4.0 or greater for PC, submitted on zip disk (s) or CD to vendor producing film
- b) Color separations and color keys/film: submitted to printer

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- c) Address disc for mailing list submitted to contractor for mail service
- d) Timeline for each bimonthly publication provided to vendor(s) awarded contract(s).

PART IV EVALUATION AND AWARD CONSIDERATIONS

Due to the high profile and need to present the best image of the City of Fort Lauderdale through the *Focus On Fort Lauderdale* newsletter, the City will consider Proposers' past performance as an integral consideration of award. Award of the contract will be based on certain objective and subjective considerations listed below:

EVALUATION CRITERIA

POINTS

1. Experience, qualifications, and past performance of the proposer(s) including persons who will serve as primary contacts during the contract term. Client references, sample products, and past City experience shall be considered in this criteria.

Point Value: 0 to 40

40

2. Ability, capacity and site location proximity, ease of City access; and ability to meet City timelines established in the RFP.

Point Value: 0 to 40

40

3. Firm, fixed, total Cost to the City for the proposed services. (Lowest total cost to the City, or lowest individual costs to the City per service shall receive maximum points)

Point Value: 0 to 20

20

MAXIMUM TOTAL POINT VALUE:

100

Evaluation of proposals will be conducted by an evaluation committee of City staff, and other persons as may be selected by the City. The Committee will evaluate all responsive proposals based upon the information and references contained in the proposals as submitted.

The committee will review all responsive proposals received, and score and rank those proposals to determine a minimum of three (3), if more than three (3) proposals are responsive. The City may require additional information and proposers agree to furnish such information. Proposers or finalists may be required to provide an oral presentation by appearing before the Evaluation Committee or by conference telephone call for clarification purposes only, if necessary. The City may also require visits to proposer facilities as part of the evaluation process.

The top ranked proposers shall be finalists for further consideration. In the event there are fewer than three (3) responsive proposals, the committee will proceed with the evaluation of all proposals and score, rank and recommend the top ranked proposer for award.

The City reserves the right to award the contract to the Proposer(s) who will best serve the interest of the City. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the bidding process.

The City reserves the right to cancel the contract at any time during the contract term due to poor performance, or unsatisfactory product received from the Contractor.

All other terms and conditions of General Conditions, Form G-107 rev. 8/02, paragraph 3.18, are also included by reference.

PART V - SPECIAL CONDITIONS

01. GENERAL CONDITIONS: RFP General Conditions Form G-107 Rev. 8/02 (GC) are included and made a part of this RFP as Exhibit "A".

02. VARIANCES: While the City allows Contractors to take variances to the RFP terms, conditions, and specifications, the number and extent of variances taken will be considered in determining proposal responsiveness and in allocating proposal evaluation points. See Section 1.06 of GC.

03. NEWS RELEASES/PUBLICITY: News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.

04. RFP DOCUMENTS: The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligations under the Contract.

05. PROPOSERS' COSTS: The City shall not be liable for any costs incurred by proposers in responding to this RFP.

06. RULES AND PROPOSALS: The signer of the proposal must declare that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the principal proposer.

07. CONFIDENTIAL INFORMATION: Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01, F.S., The Public Records Law. Information and materials received by City in connection with all Proposer's response shall be deemed to be public records subject to public inspection upon award, recommendation for award or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. Therefore, if the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer must in his or her response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the City will treat all materials received as public records.

08. NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES: Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services at its sole option.

While this contract is for services provided to the City's Planning & Economic Development Department/Marketing & public Information Division, the City may require similar work for other City locations.

09. DELETION OR MODIFICATION OF SERVICES: The City reserves the right to delete any portion of the Contract services at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Contractor and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised budget to the City for approval prior to proceeding with the work.

10. ADDITIONAL ITEMS/SERVICES: The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Contractor agrees to provide pricing for such items or services, and shall provide the City prices on such additional items or services based upon a formula or method which is the same or similar to that used in establishing the prices in his proposal. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors.

11. WARRANTIES OF USAGE: Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

12. SUBSTITUTION OF PERSONNEL: It is the intention of the City that the Contractor's personnel proposed for the contract will be available for the duration of the contract. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to prior City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

13. SUBCONTRACTING: If the Contractor intends to use sub-contractors in the course of the work, this information shall be expressly detailed in the RFP response. The names of all sub-contractors, addresses, and all relative information as required of the Contractor shall also be required of the sub-contractor. Enough detail shall be provided to allow the City to properly review the proposed sub-contractor.

The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest.

14. INDEPENDENT CONTRACTOR: The Contractor is an independent contractor under this Agreement. Personal services provided by the Contractor shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personal policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this Contract shall be those of the Contractor.

15. INDEMNITY/HOLD HARMLESS AGREEMENT: The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions, relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder.

16. RECORDS, AUDITS: The accounts and financial records, with respect to the services performed under the Contract, shall be kept separate or identifiable from those relating to the Contractor's other activities. The Contractor shall, with reasonable prior notice, make available, during reasonable business hours, to the City's Representative or Internal Auditor for inspection and audit all records and files relative to this Contract. The Contractor shall maintain and make available such records and files for the duration of the Contract, including any extension terms plus two (2) years.

Such records shall be maintained as an independent certified public accountant would need to examine in order to certify a statement of Contractor's operations according to generally accepted auditing standards.

17. UNCONTROLLABLE CIRCUMSTANCES (Force Majeure): The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

- A. the non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;
- B. the excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;
- C. no obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and
- D. the non performing party uses its best efforts to remedy its inability to perform.

Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

PART VI - REQUIREMENTS OF THE PROPOSAL

All proposals must be submitted as specified on the proposal pages that follow. Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. This will provide a quick reference for the evaluators. Proposals not providing this reference will be considered to have no reference material included in the additional documents.

All proposals must be submitted in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside. If more than one package is submitted they should be marked 1 of 2, etc.

All proposals must be received in the Purchasing Division, Room 619, 6th floor, City Hall, 100 North Andrews Avenue, Fort Lauderdale, Florida, 33301 prior to 2:00 pm on the date specified in the SCHEDULE Section of this RFP.

The proposal shall be signed by a representative who is authorized to contractually bind the Contractor.

**PROPOSERS MUST SUBMIT AN IDENTIFIED ORIGINAL COPY
PLUS FOUR (4) COPIES OF THE PROPOSAL PAGES, INCLUDING
ANY ATTACHMENTS**

THE ABOVE REQUIREMENT TOTALS FIVE (5) COPIES OF YOUR PROPOSAL

PROPOSAL PAGES ARE AS FOLLOWS:

RFP Proposal Summary - Signature Page
Part I Proposal Pages - Financial Proposal
Part II Questionnaire
Attachments to your Proposal

RFP SUMMARY - SIGNATURE PAGE

Proposer please complete all information on the RFP Summary pages.

TO: The City of Fort Lauderdale:

The vendor signed below hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the RFP. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this proposal. I certify that I have not divulged to, discussed with, or compared this proposal with other proposer(s) and have not colluded with any other proposer(s) or parties to this RFP. I certify I am authorized to contractually bind the proposing firm.

1. Company Name: _____
Legal Registered

Principal Contact: _____
Name & Title

Address: _____

Authorized Signature : _____

Printed Name/Title: _____

Telephone No.: _____ Fax No.: _____ E-mail : _____

Address of Contractor facility(ies) if different from that listed above:

Sub-Contractors (if applicable): (To be completed by turn-key proposers) (If additional space is needed, please include as an "Appendix" to your RFP response)

Company Name: _____

Address: _____

Principal Contact: _____ Phone _____

Service(s) to be contracted, if applicable:

2. ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in his proposal:

<u>Addendum No.</u>	<u>Date Issued</u>
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3. VARIANCES: Is there anything contained in the RFP that is not contained in your RFP response?
YES:_____ NO:_____

IF YES, please explain:_____

4. Delivery Time:

A Turnkey: Please detail and confirm printing timeline needed for each *"Focus On Fort Lauderdale"* production from receipt of color separations. If proposer is submitting a "turnkey" proposal, please indicate the timeline for each phase of the services (i.e.: proof and printing from film output, mailing services, return of extra copies to the City.and address disk, including proof production, approval time.)

1. FOCUS: _____

B. Printing ONLY: FOCUS:_____

C. If proposing Film Output services, only:_____

D. If providing Mailing Services Only:_____

PART I - PROPOSAL PAGES FINANCIAL PROPOSAL

4. PRICING: Proposer, please indicate in the spaces provided below, your firm, fixed total cost to the City for the services, per the RFP specifications:

I: TURNKEY OPTION - ALL SERVICES EXCEPT FILM OUTPUT

A) Please provide firm fixed costs for PRINTING SERVICES (separate from film output costs) for an estimated 60,000 *Focus On Fort Lauderdale* issues, Per RFP Specifications.

****NOTE: Printers who can provide Film Output Services, please fill out Section III (Film Output Services Only) of the Pricing Proposal Summary Pages that follow.**

<u># of Pages</u>	<u>Per Issue Cost</u>	<u>Annual Issues</u>	<u>Annual Cost</u>	<u>Cost Per Thousand</u>
16 pages	\$ _____	x 6	\$ _____.	\$ _____
14 pages	\$ _____	x 6	\$ _____.	\$ _____
12 pages	\$ _____	x 6	\$ _____.	\$ _____

Please indicate type of ink used in printing: _____

B) Please provide your firm fixed costs for MAILING/FULFILLMENT SERVICES: estimated 50,000 copies per RFP specifications, separate from the film output and printing cost provided above.

<u>PER ISSUE COST</u>	<u>Annual Issues</u>	<u>Annual Cost</u>	<u>Cost Per Thousand</u>
\$ _____	x 6	\$ _____	\$ _____.

II. PRINTING & DELIVERY TO MAILER, AND RETURN EXTRA COPIES, ONLY:

A. 60,000 each of *Focus On Fort Lauderdale*, Per RFP Specifications.

<u># of Pages</u>	<u>Issue Cost</u>	<u>Annual Issues</u>	<u>Annual Cost</u>	<u>Per Thousand Cost</u>
16 pages	\$ _____	x 6	\$ _____.	\$ _____
14 pages	\$ _____	x 6	\$ _____.	\$ _____
12 pages	\$ _____	x 6	\$ _____.	\$ _____

Bidder, please indicate type of ink used in printing: _____

III. FILM OUTPUT SERVICES, ONLY:

A. *FOCUS ON FORT LAUDERDALE*," Per RFP Specifications.

<u># of Pages</u>	<u>Total Issue Cost</u>	<u>Annual Issues</u>	<u>Annual Cost</u>	<u>Cost Per Sheet</u>	<u>Color Key/Proof Cost Per Page</u>
16	\$ _____	x 6	\$ _____.	\$ _____	\$ _____.
14	\$ _____	x 6	\$ _____.	\$ _____	\$ _____.
12	\$ _____	x 6	\$ _____.	\$ _____	\$ _____.

B. **Optional Costs/Services:** Proposer, please indicate your firm, fixed unit costs for the following services:

- Color scans
- 4 x 6 \$ _____
- 4 x 8 panorama \$ _____
- 8 x 10 \$ _____
- Per hour rate for computer time \$ _____

IV. MAILING/FULFILMENT SERVICES, ONLY:

A. *Focus On Fort Lauderdale*: Mailing estimated 50,000 copies per RFP specifications

Cost per issue \$_____ X 6 issues = \$_____

Cost per thousand \$_____.

Per hour rate for computer time \$_____.

Proposer, please outline all services and related charges (per piece, per service, etc.) for the mailing fulfillment services per the RFP specifications, and to comply with USPS requirements. (Excludes postage.)

PART II - QUESTIONNAIRE

1. REFERENCES: Please provide a minimum of three (3) references of current clients for whom, you provide any or all of these services. Include company name, contact person, telephone number and address, as well as service performed:

2. SAMPLES: PRINTING PROPOSERS ARE REQUESTED TO SUBMIT SAMPLES OF CLIENT WORK PRODUCTS AS AN EXAMPLE OF YOUR QUALITY AND SERVICES. If you have any work product samples you would like to include, please mark them and attach as an appendix to your RFP response.

INCLUDED: Yes:_____ NO:_____

If NO: please explain: _____

3. COMMENTS: Please provide us with any comments, suggestions, or additional information which may help us improve our specifications for future bidding, or which may be of assistance in our evaluation and award process:
